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23 SEP 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 20 September 1968

1. Cost-of-Living Allowances: Again this year, the Civil Service Commission plans to review the cost-of-living allowances currently paid to Federal employees in Alaska, Hawaii, Puerto Rico, and the Virgin Islands.

Living-cost surveys will be conducted this fall in Honolulu, Hawaii; San Juan, Puerto Rico; St. Thomas and St. Croix in the Virgin Islands; and in Anchorage, Juneau, and Fairbanks in Alaska. In each survey area price data will be collected for the Commission by the Bureau of Labor Statistics of the U. S. Department of Labor. On the basis of these data and information obtained on housing costs by means of questionnaires completed by employees, living-cost indices will be prepared for the Commission by the Department of State.

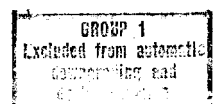
The current cost-of-living allowances are set forth below:

<u>Location</u>	<u>Percent of Basic Salary</u>
Alaska	25%
Hawaii	15%
Puerto Rico	5%
Virgin Islands	5%

25X1A 2. Cooperative Education: Professor Philip Dunphy, Cooperative Education Coordinator for Electrical Engineers at Northeastern University, visited Mr. [REDACTED] and officials of the Technical Services Division to discuss TSD's use of electrical engineers.

25X1A Mr. [REDACTED] will visit Georgia Tech on 8 October to interview co-op students at that institution interested in co-op programs.

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3. Recruiters' Conference: The Recruiters' Conference held during the period of 16 - 20 September was very effective in clarifying administrative matters, confirming Agency policy relative to procedures to be employed in event of campus demonstrations, and in pinpointing personnel recruitment requirements of a high priority nature. All recruiters were most appreciative of the opportunity to meet with the Director, Deputy Director for Support, and the Director of Personnel.

4. Reserve Affairs: The active duty training course on Military PSYOPS for Agency Military Reservists started on Monday, 16 September 1968, with an enrollment of forty-one Reservists. From all indications thus far, the course has been very successful and well received by the Reservists attending.

5. Annual Awards Ceremony: On 18 September the Agency's Annual Awards Ceremony was held in the Headquarters Auditorium. The Director presented 10, 15, and 20 Year Certificates to 29 employees representing the various Directorates. Over 500 people attended the Ceremony.

6. Suggestion Awards: The Deputy Director for Support approved recommendations for two Sensitive Special Panel Cases involving awards of \$1,000 and \$500.

7. Barber Shop: A fourth barber to replace the one who recently resigned is now on permanent duty in the Barber Shop.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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16 SEP 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 13 September 1968

1. Cooperative Education Program: Mr. [REDACTED] will visit Drexel Institute on 25 September and the University of Missouri at Rolla on 3 October to discuss cooperative education matters with appropriate officials at these institutions. 25X1A

2. Testing Centers: Our recruiters have now made arrangements for the administration of the new professional test at 57 of the 73 selected test centers. So far, we have not encountered any problems.

3. Campus Recruitment: The Acting Dean of Students at the University of Wisconsin, Mr. Gene Clingan, has advised our recruiter, Mr. [REDACTED] that he and Acting Chancellor Kearl are in agreement with the manner in which we plan on conducting our recruitment activities at Wisconsin this year. Dean Clingan has a favorable and friendly attitude toward the Agency. 25X1A

4. Flu Shots: In coordination with the Office of Medical Services, plans have been finalized for the start of the Flu Shot Program on 7 October. The following number of personnel have indicated their intention to receive the shots:

Office of the Director
Support Services
Intelligence Directorate
Science & Technology Directorate
Clandestine Services
Guards (GSA)
GSA (Miscellaneous)

Total

25X9

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5. Combined Federal Campaign Drive: The program of briefing Keymen in all the facets of our Combined Federal Campaign Drive has been completed. Attendance from all Agency components was very good.

6. Briefing of State Department Official: Attached is a report by Dr. [REDACTED] on a recent briefing given to a State Department official on our retirement counseling program.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

Att.

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CONFIDENTIAL

12 September 1968

MEMORANDUM FOR THE RECORD

SUBJECT: Briefing of Mr. John Millar, Office of the Deputy Assistant Secretary of State for Personnel

1. On 9 September Mr. Millar called asking for an appointment to discuss our retirement counseling program. He stated that this was at the direct request of Mr. Howard P. Mace, Deputy Assistant Secretary of Personnel, who was most complimentary about the effectiveness of the CIA Retirement Program.

2. Mr. Mace has selected Mr. Millar to conduct a research and planning effort for the Department of State in the retirement counseling field. Our personal approach, careful handling, organization of advice given to individuals, and preparation of plans for group and individual counseling appeared to him to be a most effective way of assisting those approaching retirement. Mr. Millar added that he was also interested in any publications that we might have that would be available to him and any procedures which we were following for conveying retirement information to our employees.

25X1A

3. A meeting was established for 10 September 1968 at which Mr. Millar, Mr. [REDACTED] and the undersigned were present. Mr. Millar introduced his comments, as a follow-up to his phone conversation of 9 September, by stating that the efforts being made in their present Professional Placement Services office, even with the addition of a group seminar, fell short of the Department's desires. Mr. Mace is now contemplating a separate counseling office to augment the work of the Professional Placement Services office. Mr. Millar stated that it is too early to consider what organizational structure may be required for relating the existing and new functions and responsibilities.

4. The briefing concentrated upon the work of the Retirement Counseling Branch, although some references were made to collaboration with EEAB and ROB. Seminars; individual counseling; relationships with career services; publications, planned and in process; timing and phasing; and preparation for retirement in general were reviewed. It was made clear that this office has found the two major problems for retirees to be: (a) the mental conditioning and overcoming of psychological blocks including both imaginary and real problems which the individual sees ahead of him in retirement; and (b) the financial requirements which will be imposed upon the retiree including personal and family responsibilities, after retirement.

5. This office will keep in touch with Mr. Millar and Mr. Mace, who have repeatedly indicated their appreciation for the willing assistance and substantive guidance which we have been able to render to the Department of State in

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t Counseling and Placement Staff

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9 SEP 1968

MEMORANDUM FOR: Acting Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 6 September 1968

1. Retirement Projections: Retirement projections for Fiscal Year 1969 through Fiscal Year 1978 have been completed for all Career Services. We are now entering the stage when an analysis of retirement data can be prepared for each Career Service and Directorate. Our target date for completing our analysis is about 1 October 1968.

2. Applicant Testing Centers: To date our professional recruiters have been in touch with 38 of the 71 test centers at which we plan to conduct applicant testing using the new Professional Applicant Test Battery. As reported last week, no problems have been encountered so far.

3. Combined Federal Campaign: The Combined Federal Campaign is being "kicked off" by the Director of Personnel in the auditorium at 1400 hours today. Present will be the office chairmen and the Keymen for this campaign --scheduled from 19 September through 17 October.

4. Reserve Affairs: Mr. Ernest K. Lindley, Special Assistant to the Secretary of State, has accepted an invitation to address the Agency's Military Reserve Unit on Monday, 16 September 1968 at 1745 hours in the auditorium. He will speak on the subject "The Nature of National Power." Mr. Lindley spoke to our reservists last year on the subject of "National Security" and made a tremendous hit with the audience.

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Dr. Donald Steininger, Special Assistant to the Director, Office of Science and Technology, White House has accepted an invitation to address the Agency's Military Reserve Unit on Monday, 30 September 1968 at 1745 hours in the auditorium. He will speak on the subject "Science and Technology as Factors in National Power."

5. Air Force TDY Visit: Sergeants [REDACTED] of the Mobilization and Military Personnel Division returned from a TDY visit to the site at [REDACTED]. The visit proved highly successful in that approximately 75 percent of the assigned personnel had the opportunity to review their field records and to discuss any problem of particular concern to them. The basic concerns of the majority of the personnel were promotions and tour extensions, and these two areas of concern were explored at length during a group meeting.

6. TDY Visit: Lieutenant Colonel [REDACTED] and Master Sergeant [REDACTED] visited the [REDACTED] for the purpose of administering the annual Army Military Occupational Specialty (MOS Proficiency) tests to the Military Police and Senior Supply Sergeant at that station. Other administration and personnel management matters were discussed with particular emphasis on the new Army Centralized Promotion System that became effective on 1 August 1968.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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8 SEP 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 30 August 1968

1. Summer Interns: The Director of Personnel met with the Summer Interns on 27 August 1968 to discuss their 1968 summer work experience. They were unanimous in expressing their approval of the program. They did have a few minor criticisms which we will review.

Two of the group will be accepting full-time employment with us this fall--one with the Office of Basic and Geographic Intelligence and one with the Office of Current Intelligence.

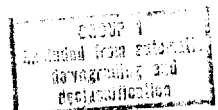
National Photographic Interpretation Center officials are now reviewing the records of nine interns, who will receive their bachelor degrees in the spring of 1969, in order to determine which will be offered full-time employment.

2. Test Centers: To date our professional recruiters have been in touch with 29 of the 71 test centers at which we plan to conduct applicant testing using the new Professional Applicant Test Battery. No problems have been encountered!

3. Military Reserve: The Agency's Military Reserve members will commence their inactive duty training sessions on 9 September 1968. The Keynote Speaker for this first meeting will be the Director of Personnel.

Forty-four Agency Military Reservists have enrolled in the new Military PSYOPS Course, scheduled for the period 16 to 27 September 1968. This course

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was developed during the past year by members of the Agency's Reserve Command in coordination with the Special Warfare Center, Fort Bragg.

4. Award of Legion of Merit: Award of the Legion of Merit to Colonel [REDACTED] (formerly a military detail assigned to [REDACTED]) was approved by the Department of Air Force on 8 August to be effective 3 September 1968. Since Colonel [REDACTED] has departed, the award ceremonies will take place at the 81st Tactical Fighter Wing, Bentwaters, England.

5. Promotions to Major: Eight Air Force Captains who are military details to the Agency have been selected for promotion to Major during Fiscal Year 1969. Three officers are detailed to [REDACTED] and five to Office of Special Activities. One officer in each division was "passed over."

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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26 AUG 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 23 August 1968

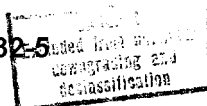
1. Allowances: Effective 11 August 1968 the Department of State made several changes in their Standardized Allowance Regulations. Since the Agency uses these regulations for both staffers and contract employees, the most important changes are summarized below:

a. "With family" allowances may now be paid to an eligible married woman Federal employee regardless of the dependency status of her husband. The former rule authorized these allowances at the with family rate only if the husband was 51% dependent upon the wife for support. If that dependency was not established, the wife received overseas allowances at the "without family" (single) rate. The change was made because of numerous "discrimination against women" outcries. Some were from Department of Defense employees, others were from employee unions.

b. Educational travel has now been specifically authorized on behalf of the children of an overseas employee planning to attend two-year junior or community colleges in the United States. This is a clarification of the rules, not a change. The old regulations talked about educational travel for a college education. The definition of a "college education" did not specify a junior or community college but, in fact, such institutions have been included since they

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began offering academic courses leading to a degree. Enough questions have arisen over this point to make clarification by specific inclusion desirable.

c. Another section on educational travel has been revised to prohibit one-time educational travel from the United States to the employee's post after completion of high school or college for a child 21 years of age or older who has not, prior to reaching age 21, previously lived overseas with the employee--parent. This restriction was inserted to preclude a gratuitous payment to a new employee going overseas whose child was just finishing his college education and going out on his own rather than remaining dependent.

2. Air Force Activities: Major [REDACTED] Chief, Air Force Branch, Mobilization and Military Personnel Division, visited the Air Force personnel at [REDACTED] during the week of 12 August 1968. This completes his initial tour of the activities he serves. The first group of personnel have left the [REDACTED]

Only [REDACTED] remain assigned to [REDACTED] at this time.

3. Qualifications Update: The lists of GS-9-10-11 employees for whom Forms 444n, "Qualifications Update" are due will be forwarded to appropriate administrative and personnel officers this week.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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19 AUG 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 16 August 1968

1. Applicant Testing: Our professional recruiters are following up on instructions from Headquarters to get in touch with the various university test centers where we will continue testing, but with the new abbreviated Professional Applicant Test Battery. So far, they have encountered no resistance to our plan to run overt testing. To date they have reported on 11 of 70 test sites.

2. Suggestion Award: Master Sergeant [REDACTED] Mobilization and Military Personnel Division, is the first enlisted man detailed to the Agency to receive a suggestion award. At a special ceremony in the Office of the Director of Personnel, he received \$125.00 for a suggestion that simplified pay procedures for our [REDACTED] personnel. His suggestion resulted in savings of approximately 500 man hours and the elimination of several financial forms and much correspondence.

3. Testing at [REDACTED] Master Sergeant [REDACTED] and Sergeant First Class [REDACTED] MPD, visited [REDACTED] recently for the purpose of administering the annual Army Military Occupational Specialty (MOS Proficiency) tests to the [REDACTED] assigned to that station.

4. Fiscal Year 1969 Operating Allowances and Fiscal Year 1970 Budget Allowances: The Advance Staffing Plan requirements for 1969 were reviewed with relation to new operating allowances issued by the Executive Director

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and the conclusion reached that they should stand as revised after the June discussions with the directorates.

25X9 5. Position Survey - Office of Communications: The study of Commo Tech-Crypt and Commo Tech-Radio positions is nearing completion. This has been done in collaboration with officials of the Office of Communications. The time required to complete the survey has resulted from the necessity for carefully reviewing some [REDACTED] will require upgrading.

6. BALPA: Work is continuing on working out Staffing Complements for components affected by BALPA cutbacks.

7. Average Grade: We have been advised by the Office of Planning, Programming and Budgeting that any average grade increase resulting from increases in upper level ceiling by the Bureau of the Budget can be considered approved. Therefore, positions which have been established as 13/14 and 13/15 are being established at the higher grades when they are within the increased upper level ceiling.

8. Co-op Score Card:

<u>NPIC</u>	<u>Co-op</u>	<u>Summer Intern</u>
In Work Status	10	18
In Study Status	17	0
PMS's Received:		
In Process	6	0
Under Consideration	0	0
PMS's Given, Not Rec'd	0	0

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<u>ESD:</u>	<u>Co-op</u>	<u>Summer Intern</u>
In Work Status	5	-
In Study Status	1	-
PHE's Received:		
In Process	4	-
Under Consideration	0	-
PHE's Given, Not Rec'd	0	-

<u>OCE:</u>		
In Work Status	10	-
In Study Status	2	-
PHE's Received:		
In Process	0	-
Under Consideration	1	-
PHE's Given, Not Rec'd	0	-

<u>FMSAC:</u>		
In Work Status	0	-
In Study Status	0	-
PHE's Received:		
In Process	2	-
Under Consideration	0	-
PHE's Given, Not Rec'd	0	-

Area Study Summer Interns:

In Work Status	-	11
In Study Status	-	2
PHE's Received:		
In Process	-	0
Under Consideration	-	0
PHE's Given, Not Rec'd	-	0

COMMO:

In Work Status	4	-
In Study Status	7	-
In Process	1	-

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel**SECRET**

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BY BORIS D. MASTERS

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12 AUG 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 9 August 1968

1. Overtime Policy: The Inter-Directorate Committee on overtime, which is chaired by Mr. Coffey, requested that the Office of Personnel conduct a survey of the various Support Offices concerning their overtime policy, practices and problems. This has been completed and reported to the Committee at the 7 August meeting. While there are a wide variety of practices, with some offices very strict and some relatively liberal, there appears to be no difficulties in interpreting Agency regulations concerning this subject. The next Committee meeting is scheduled during the week of 26 August.

25X1A 2. Real Estate Survey: The Office of Personnel has detailed Mrs. Martha [REDACTED] to provide clerical support to the real estate task force he is chairing.

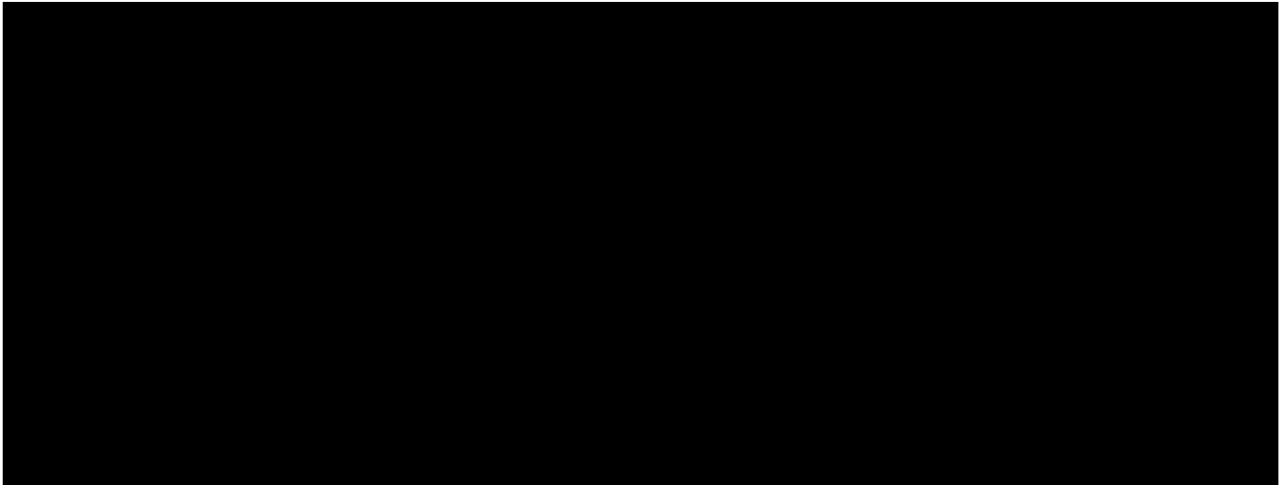
25X1A 3. Federal Recruiting Council Meeting: Mr. [REDACTED] has 25X1A just returned from the Federal Recruiting Council meeting at Asheville, North Carolina. It afforded him an opportunity to explore cooperative education salary scales with representatives of the Civil Service Commission, industry and academic institutions. Mr. [REDACTED] reports that our pay scales are still the best in Government. While we are dropping a slight degree below the industry average, the difference is not serious enough at this time to pose any problems to our co-op recruitment effort.

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5. [REDACTED]

recently returned to the United States on leave. While on leave he went to Walter Reed Army Hospital for consultation and diagnosis of an intestinal problem. On 6 August 1968 he was granted a thirty-day convalescent leave by Walter Reed Hospital authorities during which period he will undergo additional tests. As of now, [REDACTED] medical ailment has not been diagnosed.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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